



**DUTIES OF REGISTERED SPECIAL INSPECTOR,  
APPROVED MATERIAL TESTING LABORATORY and,  
SPECIAL INSPECTION AGENCY**

**City of San Diego**  
**Development Services Department**  
1222 First Avenue, MS 401, San Diego, CA 92101-4101

**INFORMATION  
BULLETIN  
321**

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This bulletin establishes the duties and responsibilities of special inspectors who are registered by the City of San Diego (City) to perform special inspections as specified in Chapter 17 of the California Building Code (CBC).

Special inspections are in addition to and not a substitution for the inspections performed by the City inspector.

This bulletin also establishes the duties and responsibilities of material testing laboratories and special inspection agencies approved by the City to provide testing of materials and special inspection services.

Special inspectors must be registered to perform inspections within the City of San Diego. Please refer to Information Bulletin 320 for the requirements and the process for becoming a registered special inspector with the City of San Diego.

Materials testing laboratories and special inspection agencies (agencies) must be approved by the City in order to provide material testing and special inspection services.

**I. DUTIES AND RESPONSIBILITIES**

**A. Special Inspectors**

The special inspector shall:

1. Carry the special inspector identification card issued by the City while performing the inspections, and present it to City inspector or other authorized staff upon request.
2. Observe and inspect the type of work specified on the statement of special inspections for compliance with the details and specifications noted on the approved construction plans.
3. Examine and pre-qualify welders prior to commencement of welding. Welders are

**Documents referenced in this**

- **California Building Code (CBC)**
- **Registered Special Inspector, [Information Bulletin 320](#)**
- **Special Inspection Agency/Construction Materials Testing Laboratory Final Report, [DS-310](#)**

required to be AWS certified for the type and material thickness being performed.

4. Submit daily written inspection reports to the City describing the work performed and related results. Where applicable, specify the location of the work inspected. Include in the report any discrepancies that have not been resolved.
5. Submit a final report summarizing the work performed and stating whether the work requiring special inspection/material testing was, to the best of the special inspector's knowledge, in conformance to the approved plans and specifications and the applicable workmanship provisions of the CBC. Refer to Section IV of this bulletin for additional information.

**B. Testing Laboratory**

1. Equipment used for testing of materials must be calibrated and have a valid calibration certification affixed to each equipment issued by a third party recognized calibration agency.
2. The individuals responsible for taking samples of concrete cylinders at the jobsite for testing of the compressive strength, slump test, temperatures, etc., shall have a current and valid certification as a ACI, Grade-I Technician.

3. Final material testing and special inspection reports shall be stamped, signed, and dated by the laboratory's managing civil engineer registered in the State of California.

## II. SCOPE OF AUTHORITY

The special inspector's authority is limited to inspecting work in the category in which the inspector is registered. The special inspector is **not authorized** to perform any of the following:

- A. to inspect or approve any work in substitution for the required inspections by the City inspector;
- B. to inspect or approve any work other than work the special inspector is registered to perform;
- C. to accept alternate materials, specifications, or details not included on the approved permitted plans; and
- D. to use services of material testing laboratories which are not registered by the City.

## III. FIELD NON-DESTRUCTIVE TESTING SERVICES

A. Field or on-the-job site non-destructive testing (NDT) of materials or assemblies is considered testing and shall be performed by qualified/certified technicians employed by and under the supervision of material testing laboratories approved by the City.

B. Special inspectors are not permitted to perform non-destructive testing of construction materials or assemblies unless they are:

1. employed by a material testing laboratory approved by the City; and
2. properly certified and qualified to perform such testing.

## IV. SPECIAL INSPECTION REPORTS

The following information must be shown on special inspection reports submitted to the City:

- A. **Address:** Project street address, Building number, Suite number.

B. **City project number** or permit number.

C. **Scope of work performed:** The reports must clearly state the work inspected. The reports must also specify the physical location of work inspected such as grid lines, floor level, quadrant, etc., and type of inspection performed at each location.

D. **Compliance:** The report must clearly state whether the work inspected was, or was not, in compliance with the City approved permitted plans, details and specifications.

E. **Date and Time:** The reports must state the date of inspection, time of arrival and departure from the job site. Also, the date which material was sampled and the date and time it was delivered to approved material testing laboratory.

F. **Name and Signature:** The report shall bear the special inspector's name, City's assigned Inspector's Registration Card number and signature.

G. **Report Submittal Date:** Weekly inspection reports must be submitted to Inspection Services within five (5) calendar days after the date when special inspection was performed.

H. **Discrepancies:** When the special inspector becomes aware of discrepancies from the Building Code and the City approved permitted plans and specifications, or the standard constructions practices, the special inspector shall bring such discrepancies to the attention of the person responsible for doing the work immediately for corrective action. If no corrective action is taken, the special inspector must report such discrepancies or non-compliance to the City no later than the end of the next business day by calling or e-mailing the City inspector and submitting a written report. The written report may be submitted by fax, email, or delivered in person.

**I. Final Report:** The special inspection agency and the construction materials testing laboratory must complete and submit the Form DS-310, 'Special Inspection Agency/Construction Materials Testing Laboratory Final Report' after all work requiring special inspection and material testing have been satisfactorily completed.

When special inspectors are independent and are not employed by a special inspection agency or testing laboratory, they must complete and submit to the City a Final Report form after all work requiring special inspection and material testing have been satisfactorily completed.